

SHELTON STATE COMMUNITY COLLEGE
JUNIOR COLLEGE DIVISION LIBRARY

ANNUAL REPORT 1979-80

The purpose of this report is to summarize the activities and progress of the library and to state its goals for the coming year.

The major goal set for the 1979-80 academic year was to increase book holdings. This goal was successfully achieved due to the substantial funding provided by the college administration for the purchase of books and an additional staff member. The charts below summarize the increases during 1979-80.

Compares purchases

I. NUMBER PROCESSED

	<u>1978-79</u>	<u>1979-80</u>	<u>%INCREASE</u>
BOOKS	2824	4344	18.4
AV	141	123	-12.8 (decrease)

Compares actual holdings

II. NUMBER OF HOLDINGS

	<u>1978-79</u>	<u>1979-80</u>	<u>%INCREASE</u>
BOOKS	8554	12,898	50.8
AV	822	945	15.0
PERIODICALS	230	242	5.2

Pirie's Books for Junior College Libraries served as a major selection tool, along with subject bibliographies on reference, language and literature, and history. A chart comparing Shelton State's library holdings with titles recommended by Books for Junior College Libraries follows.

III. BOOKS HOLDINGS BY SUBJECT FIELD

<u>SUBJECT FIELD</u>	<u>9/30/79</u>	<u>9/30/80</u>	<u>%INCREASE</u>	<u>BJCL REC.</u>	<u>%HELD</u>
Reference	1081	1432	32	---	---
General Works (A,Z)	31	98	216	231	42
Anthro., Hist. (C-G)	1091	2182	50	2966	74
Education (L)	218	442	103	441	100
Fine Arts, Music (M,N)	263	429	63	1463	29
Lang., Lit. (P)	2332	3637	56	4004	91
Military Science (U)	7	23	229	---	---
Naval Science (V)	6	9	50	---	---
Philosophy, Relig. (B)	459	664	45	955	70
Pol. Sci., Law (K,J)	383	709	85	970	73
Science (Math), Med. (Q-S)	862	1207	40	1492	81
Technology (T)	169	294	74	392	75
Social Sciences (H)	1204	1831	52	1712	107

An area of emphasis mentioned last fall was the development of a Community Resource File. This file has been developed in conjunction with the Special Services Talent Search Project. The West Alabama Health Council's Directory of Community Services, along with other sources, was used as the basis for compilation. Agencies were written and asked to return updated information on their services, hours of operation, and key personnel. Most of the information has been gathered but indexing has not yet been attempted. When completed, the Community Resource File will be made available for use in the library. Talent Search personnel may decide to print and distribute copies of the file in book form.

Both library handbooks (for faculty and students) were revised, reprinted, and distributed. An effort will be made to distribute the faculty handbook to new faculty each quarter.

The library faculty met with full- and part-time English instructors to collaborate on revising the library skills program. A new program was outlined and partially developed. Part of the program will include production of a videocassette to introduce the library and its services to students. Failure of the distributor to deliver the new camera on schedule has delayed completion of the program.

Media production capabilities were improved during 1979-80. The library faculty visited Wallace Community College (Selma), Brewer State (Fayette), University of Alabama Educational Media, and Grey Communications (Birmingham) to investigate various videotaping equipment and facilities. A consultant, Don Kuykendall, was called in to assist in selection of equipment. After research, a two-phase video system was proposed. Phase One included the purchase of the following equipment:

- PANASONIC NV 3320 COLOR VIDEO CAMERA
- PANASONIC MECH. (VHS) VCR
- PANASONIC 8200 (VHS) VCR
- PANASONIC AUTOSEARCH CONTROLLER NV A
- LIGHTING SYSTEM
- 3 RCA MONITORS
- 3 TV STANDS

Phase Two was planned to include the purchase of the following equipment during the 1980-81 academic year:

- EDITOR (BUFFER, ADAPTER IF NECESSARY)
- ADDITIONAL CAMERA
- 2-3 PLAYBACK VC UNITS
- ADDITIONAL VCR

This system provides the college with the following capabilities: color; off-the-air recording; portable and studio VCR; simple editing and dubbing; 3/4" and 1/2" formats; equipment compatibility throughout the college. Two of the monitors were purchased for use by Student Services but have not yet been installed. The lighting system is being shared with photography classes.

After this system was developed, the library faculty made the decision to offer for sale the B/W Portable Panasonic Videotape Recorder (as well as the Minolta 35mm SLR camera). The Business Office was notified of this decision and given specifications and suggested prices to use in advertising.

There were few major administrative changes in the library during 1979-80.

The following changes were made in the library policy book:

1. Delete the number 1 from account numbers in the budget.
2. Copy money is now returned to the Business Office, not to account #641.
3. The Professional collection has been incorporated into the regular circulating collection and will no longer be maintained separately.

A selection policy for original art was developed after consultation with the Library and Curriculum Committee and Dean and was added to the policy book.

A major procedural change implemented 1979-80 was the interfiling of AV catalog cards in the public catalog. Also, a quarterly report showing comparisons was developed.

Two major changes in facilities were made late during the 1979-80 year: the AV Office was moved directly across the hall and technical processing was extended to both sections of the library workroom. These changes resulted in greater work and storage space. The Career Center was moved from the library to accomodate shelving requirements.

Book circulation during 1979-80 increased by 20%; periodical circulation increased by 10%; and AV circulation decreased by 24%. Total circulation statistics are given below.

IV. CIRCULATION STATISTICS

	<u>TOTAL 1978-79</u>	<u>TOTAL 1979-80</u>	<u>MONTHLY AV. 78-79</u>	<u>MONTHLY AV. 79-80</u>
BOOKS	4891	5846	408	487
PERIODICALS	775	864	65	72
AV	3039	2316	253	193
RESERVE	275	402	23	36
			949	788

The annual inventory of audiovisual materials and equipment indicated that no items are missing. An inventory list is attached (Attachment I). A periodical inventory was started but has not been completed.

An extensive evaluation of library services was attempted this year. The first step was the development of a chart comparing ALA "Guidelines for Two-Year College Learning Resources Programs," SACS Standards for Colleges, ALA Association of College

and Research Libraries Evaluative Checklist, and current Shelton State library practices. This chart represented a "self-study" to determine whether or not this library's policies and practices meet national standards. With few exception, due to physical facilities and the "newness" of our relationship with the Technical Division, this library meets those national standards.

Additionally, the library director conducted research via a survey sent to all Alabama community college library directors. The purpose of this survey was to determine state management trends in libraries serving both junior and technical colleges. Five responses were received.

As a result of this research, the Student Advisory Council was asked to serve in an advisory capacity to the Director of Library Services. (NOTE: This Council has recently been reorganized as the Student Life Committee and has been contacted to include library advising as a function of the committee.) Also, several local agencies were contacted in an effort to establish cooperative library agreements. These agencies included Indian Rivers Mental Health and Retardation Center, VA Hospital Library, Geological Survey of Alabama Library, and U.S. Bureau of Mines Library.

Dr. Joel Whitman, director of the University of Alabama Educational Media services, was also contacted regarding establishment of a reciprocal loan agreement between Shelton State and the University. Although the administration of both institutions have been involved in this request, no formal agreement has been developed.

The review of standards and letter survey led to the following recommendations made to the Dean:

1. that, beginning Fall 1980, the Junior College Division Library catalog and process learning resources materials and equipment, specifically audiovisual materials and equipment and periodicals, for all divisions of Shelton State, including the Junior College Division, the Technical Division, and the Fire College, for the purpose of maintaining inventory control.
2. that a union catalog of these holdings be maintained in the Junior College Division Library to facilitate loan of materials between divisions.

3. that materials remain located in the divisions where instruction occurs.
4. that book catalogs of all college non-print media and media equipment be developed by the Junior College Division Library and distributed to each division.
5. that cataloging and processing of audiovisual materials held prior to Fall 1980 be postponed until the Junior College Division and Technical Division are served by one campus library.
6. that centralized cataloging and processing of books be postponed until collection development at the Junior College Division Library stabilizes.

The annual evaluation survey was conducted in May. Results (see summary in Attachment II) indicated that Shelton State's library was rated above average in most areas by students and faculty. A number of positive comments concerning staff and services were given.

The only major problem pointed out by the students and faculty was that there is too much noise in the library. As a result, the library staff has made a greater effort to maintain positive study conditions in the library.

One significant finding of the survey was that 20% of the faculty regularly send their students to the University of Alabama library. This indicates that a considerable percentage of Shelton State's faculty does not (or cannot) rely on Shelton's library to meet curricular needs. However, 53% of the faculty indicated that they "don't know" about increases in book holdings in their subject areas. Part of the problem could be due to lack of information on current book holdings.

Consequently, a greater effort will be made to keep faculty members informed. As the book collection grows, dependence on the UA library should decrease.

A copy of the evaluation and its results are available in the office of the Director of Library Services.

A number of new programs were added to library services during 1979-80. ALICAT (Alabama Library Catalog), a union catalog on microfilm of college and public library collections across the state, was joined by Shelton State's library. To

participate, the library sends main entry catalog cards to Brewer State, the processing center, for inclusion in the catalog, and makes its resources available for inter-library loan. When completed ALICAT will be a union listing of the entire collections of such libraries as Birmingham Public, UA libraries, Auburn, and several Alabama junior colleges.

Another addition to the library was two collections of RECI (Reading Enrichment Corp.) paperbacks. These books, with an average monthly circulation of 40 , have high interest/low reading level appeal to Shelton's students.

In an effort to expose Shelton State's students to original art in various media, a series of ten art exhibits was scheduled in the library. The artists and their exhibits are listed below:

September	Ceramics from the collection of Frank and Bethany Engle, instructors, Shelton State
	Watercolor and acrylic paintings by Bruce Crowe, instructor, University of Alabama
October	Watercolors by Felix Grimsley, Fayette, AL
November-December	Paintings by Jimmie Lee Sudduth, Fayette, AL
February	Drawings by Collette Delacroix, Bienville Gallery, New Orleans, LA
March	Pottery by Larry Manning, instructor, Jefferson Davis Junior College, Brewton, AL
April	Pottery by Susan Brown, Kentuck craftsman, Tuscaloosa
	Paintings by Emma Jean Price, Tuscaloosa
May	Paintings by Art Department Faculty, Stillman College, Tuscaloosa
June	Joint exhibit of paintings and photographs by Nanci and Bob Tanton, Tuscaloosa

The effectiveness of these exhibits was rated above average by 50% of Shelton's students and faculty. Especially successful was Larry Manning's pottery exhibit during which a number of pieces were sold. The library purchased one piece of pottery and was given another as a gift from Mr. Manning. The success of these

exhibits led to the development of the original art selection policy and a program of collecting original art for library exhibit.

National Library Week was observed with special bulletin boards and a contest for students returning or checking out books. A drawing was held and the winner was presented a copy of the bestseller of his choice.

Shelton State's library participated in ^a project of the Alabama Junior College Library Association by donating an outdated set of World Book Encyclopedia to the Alabama Sheriff's Boys Ranch. The Director of Library Services participated in a regional planning meeting and offered Shelton State's support on the development of a demonstration multi-type library district.

A media workshop on AV available at Shelton and on selection criteria for non-print materials was held by the library for full-time faculty.

The goals for 1980-81 do not differ greatly from those of 1979-80. The chief goal, with the appropriate budgetary support, is to increase Shelton State's book holdings significantly. Secondary goals include increasing periodical back-files, completing the periodicals inventory, and re-arranging facilities to accommodate additional shelving.

In addition, steps will be taken to increase library services to Technical Division and Fire College faculty and students. Mr. Hagler of the Fire College has been provided a list of audiovisuals for his use. In September, a media catalog was sent to Mr. Bilbro's office at the Technical Division for use by its faculty. Also, library handbooks were distributed to technical faculty. A poster advertising Junior College Division Library services and student handbooks were placed in the Technical Division cafeteria.

Item	Above Average		Average		Below Average		Don't Know	
	Student	Faculty	Student	Faculty	Student	Faculty	Student	Faculty
Assistance of the library staff when called upon.	60%	98%	22%	2%	7%	0	5%	0
Communication between librarians and students/faculty.	52%	78%	30%	13%	8%	2%	11%	9%
Organization of the library in a usable manner.	67%	69%	26%	18%	48%	2%	2%	13%
Hours the library is open each week.	68%	78%	19%	9%	38%	2%	7%	13%
Book collection.	36%	24%	36%	42%	16%	20%	10%	11%
Current magazine and newspaper collection.	54%	29%	28%	24%	48%	26%	19%	24%
Back issues (and microfilm) of magazines.	31%	9%	22%	16%	13%	13%	37%	64%
Audiovisual collection.	34%	24%	23%	36%	48%	22%	38%	20%
Audiovisual equipment available for individual and class use.	44%	56%	22%	8%	2%	2%	31%	11%
Current copy machine services.	62%	64%	25%	18%	8%	13%	5%	7%
Ability to use the library for study/Conduciveness of library to study.	52%	16%	26%	38%	17%	29%	2%	13%
Number of personnel available for assistance in the library.	47%	69%	37%	20%	10%	2%	7%	9%
Library skills program.	40%	11%	19%	7%	38%	7%	35%	75%
Effectiveness of library art exhibits.	50%	56%	26%	24%	8%	4%	18%	22%
Physical facilities of the library.	52%	29%	31%	47%	48%	20%	13%	9%
General appearance of the library.	76%	71%	24%	24%	0	0	18%	2%
Adequate and comfortable seating and study space.	69%	NA	22%	NA	58%	NA	0	NA
Availability of audiovisual viewing rooms for class use.	60%	49%	20%	13%	3%	13%	19%	31%
Effectiveness of Monday Report.	48%	38%	19%	9%	9%	9%	22%	53%
Circulation procedures for all materials.	61%	31%	18%	24%	6%	4%	14%	40%
Library staff's willingness to adjust their schedule to your request.	NA	57%	NA	4%	NA	4%	NA	36%
Library's efforts to keep up with what's going on in the classroom.	NA	44%	NA	13%	NA	4%	NA	44%
Library staff's efforts to keep you informed about new materials received.	NA	63%	NA	16%	NA	6%	NA	11%
Your involvement in the selection of new materials.	NA	44%	NA	16%	NA	22%	NA	18%
Administration of the library in a manner which permits effective use of library resources.	NA	69%	NA	13%	NA	0	NA	20%
Increase in book holdings in your subject area this year.	NA	31%	NA	9%	NA	9%	NA	53%

SHELTON STATE COMMUNITY COLLEGE
Junior College Division - Library

Inventory of Non-Print Materials, June 1980

<u>Software</u>	<u>1980</u>	<u>1979</u>	<u>1978</u>
*Cassette tapes	137	132	145
Film Loops	0	0	0
Silent Filmstrips	28	28	27
Sound Filmstrips	328	294	223
Kits	8	4	0
Motion Pictures	93	70	32
Phonorecordings	246	246	245
Silent Slide Sets	18	13	8
Sound Slide Sets	74	56	47
Maps	12	11	10
*Video Tapes	3	3	0
*Video Cassettes	39	9	0
Art Prints	1	1	0
ART OBJECTS	1	1	0
	<u>987</u>	<u>867</u>	<u>737</u>
	988		
TOTAL			
<u>Hardware</u>			
16 mm projectors	4	3	2
35 mm projectors	1	1	0
Sound Filmstrip Projectors	3	2	2
Overhead Projectors	7	6	3
Slide Projectors	4	2	2
Projection Screens	3	3	2
Cassette Players	22	23	5
Record Players	4	3	3
Studymates	5	4	4
Radios	1	1	1
Cassette Duplicators	1	1	1
35 mm SLR Camera	1	1	1
Projection Carts	17	14	11
Listening Stations	2	2	2
Headphones	19	20	23
Wallensak	1	1	1
Color TV	4	1	1
B/W TV	1	1	0
Photomotion Activator	1	1	0
Slide Viewer	1	0	0
(Continued)			

*Indicates recorded materials only. Inventory also shows 76 unrecorded cassettes, 12 unrecorded video tapes, and 11 unrecorded video cassettes.

<u>Hardware (cont.)</u>	<u>1980</u>	<u>1979</u>	<u>1978</u>
Tripod	2	2	1
Video Tape Recorder	1	1	1
Portable Video Camera	1	1	1
Microfilm Reader/Printer	1	1	1
Microfilm Reader	1	1	1
Ringmaster	4	4	4
Slide Duplicator	1	1	1
T-Mount Microscope Adapter	1	1	1
Poloroid Camera (B/W)	1	1	1
Instant Camera (Color)	1	1	1
Carousel Stack Loader	1	1	0
3M Composer	1	1	0
Chalkboard/Bulletin Board	1	1	0
Video Cassette Recorder	3	1	0
Digital Timer	1	1	0
Panasonic Auto Search Control Unit	1	0	0
Opaque Projector	1	1	0
Kodak Visual Maker	1	0	0
Leteron Lettering System	1	0	0
Rom III Com Terminal	1	0	0
Mini-Cat 114 Microfiche Viewer	1	0	0
Automatic Image Blender	1	0	0
<u>Missing Items</u>			
<u>Hardware</u>			
Cassette Player #79	1	0	3
<u>Software</u>			
SS-3 #1 Slide Missing			
SS-17 parts 1 and 2, #1 Slide Missing			
<u>Defective Items</u>			
<u>Hardware</u>			
Studymate (whirrs loudly)	1	1	0
Headphones (short in wires)	3	2	0
Ringmaster (In shop for humming noise)	1	0	0
Bell & Howell 16 mm projector (in shop would not rewind)	1	0	0
<u>Software</u>			
Cassette tapes to SS-53 pt. 2, 3, & 4, SS-43 and SS-36 pt. 1. (will write to Center for Humanities to replace them)	4	4	0

Replaced Items

Hardware

4 ringmaster remote control cords

Software

FSS-Metric System Pt. 1 (Was jammed in projector and removed at shop)
FS-Breaking the Language Barrier (Replaced by the University of Alabama)



SHELTON STATE COMMUNITY COLLEGE
JUNIOR COLLEGE DIVISION

202 SKYLAND BOULEVARD
TUSCALOOSA, ALABAMA 35405



Leo Sumner, President

M E M O R A N D U M

Telephone (205) 759-1583

TO: Arthur Howington
FROM: Deborah Grimes
RE: Library Evaluation
DATE: May 19, 1980

An extensive evaluation of library services has just been completed. Attached you will find a chart comparing ALA "Guidelines for Two-Year College Learning Resources Programs," SACS Standards for Colleges, ALA Association of College and Research Libraries Evaluative Checklist, and current Shelton State library practices.

This chart represents a "self-study" to determine whether or not our library policies and practices meet national standards. With few exceptions, due to physical facilities and the "newness" of our relationship with the Technical Division, we meet national college library standards.

One area to which I wish to draw your attention is centralization of technical processing for all learning resources materials. In light of these standards and specific recommendations made by both 1979 SACS and Consulting Teams regarding library services to the Technical Division, I make the following recommendations:

1. that, beginning Fall 1980, the Junior College Division Library catalog and process learning resources materials and equipment, specifically audiovisual materials and equipment and periodicals, for all divisions of Shelton State, including the Junior College Division, the Technical Division, and the Fire College, for the purpose of maintaining inventory control.
2. that a union catalog of these holdings be maintained in the Junior College Division Library to facilitate loan of materials between divisions.
3. that materials remain located in the divisions where instruction takes place.
4. that book catalogs of all college non-print media and media equipment be developed by the Junior College Division Library and distributed to each division.
5. that cataloging and processing of the audiovisual materials held prior to Fall 1980 be postponed until the Junior College Division and Technical Division are served by one campus library.

ACCREDITED BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS



SHELTON STATE COMMUNITY COLLEGE
JUNIOR COLLEGE DIVISION

202 SKYLAND BOULEVARD
TUSCALOOSA, ALABAMA 35405



Leo Sumner, President

Telephone (205) 759-1583

Arthur Howington
May 19, 1980
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6. that centralized cataloging and processing of books be postponed for the Technical Division at least until collection development at the Junior College Division library stabilizes.

I believe that the Junior College Division Library will have stabilized its control of periodicals and audiovisuals by the fall quarter and will be able to process and catalog Technical Division and Fire College materials within its existing policies and procedures with minimal trouble.

Among the benefits of this change would be the following:

1. College-wide inventory control of these materials would be possible.
2. Periodical subscriptions and the resulting record-keeping could be handled by the library and relieve Technical Division faculty from this duty.
3. These materials could be considered resources of the entire college and not limited in utilization to separate divisions (although likely to be requested by other divisions infrequently).
4. Sharing certain resources and equipment used on an irregular basis would be more cost-efficient for the college.

Finally, you will also find attached a copy of the results of the library questionnaire administered recently. A summary sheet is included. Generally speaking, the library was rated above average in most areas by a majority of students and faculty.

In view of comments made by faculty members on the library questionnaire, I also make the following recommendation:

that a library skills component be added to the present study skills course.

SHELTON STATE COMMUNITY COLLEGE
Junior College Division Library

EVALUATION SUMMARY
May 19, 1980

In order to evaluate library services a questionnaire (developed upon consultation with the Library and Curriculum Committee, Student Advisory Committee, and Dean) was distributed to 125 students, all faculty members, and all administrators (45 faculty members responded).

An analysis of the results indicates that there are no major problems or dissatisfaction in library services expressed by students, faculty, or administrators.

Weekend hours were mentioned by 8% of all students surveyed and 7% of all faculty. However, because the library is currently open more than the 60 hours/week most Alabama junior college libraries are open and because 68% of the students and 78% of the faculty who responded rated the library above average on number of hours open, no changes are recommended.

19% of the students surveyed mentioned the noise problem in the library. Many students commented that they're unable to study in the library. 13% of the faculty specifically mentioned the same problem. As a result, the library staff will make a greater effort to maintain an atmosphere more conducive to study. One student's comment on noise was quoted in the May 19 Monday Report as part of this effort. Some of the problem is likely to be alleviated when the Student Center is completed in the Gaylord Annex.

A few students complained about the assistance they receive from the library staff (which probably includes professional, clerical, and student staff members equally in the eyes of many students). Since 60 % of the students surveyed rated the assistance they receive in the library above average a real problem is not indicated in this area.

Students responded as follows to the question concerning the number of times they use the library for any reason:

<u>#times/week</u>	<u>Full-time Students</u>	<u>Part-time Students</u>
1-2	32%	79%
3-4	49%	21%
5 or more	16%	0

Their response to the reasons for library use are as follows:

<u>Reason</u>	<u>Full-time Students</u>	<u>Part-time Students</u>
Study	78%	82%
Check out books	63%	70%
Read magazines, news-papers, etc.	43%	59%
Other	15%	11%

Other reasons included use of the Learning Lab, use of the copy machine, and seeing art exhibits.

Only one student clearly requested additional library skills for classes other than EH 099, 101, and 102. Several students listed classes but may have confused the library skills program with the Learning Lab program. Typewriting, chemistry, history ("to help working on outside test"), business administration, math study skills, and biology study groups were mentioned.

The only real student suggestion related to the improvement of the present library skills program was to place a directory in the library to point out various materials. However, given the size and arrangement of the library, a directory is not necessary. English instructors have previously been consulted about changes in the library skills program. As a result, changes will be made for the fall quarter.

There were few real suggestions for the improvement of student involvement in library services. Two students recommended a Suggestion Box, which is being considered. Other suggestions include a student committee, a library club, and use of the Monday Report to publicize library services. The Monday Report does in fact carry library information almost every week. One faculty member suggested a mandatory orientation session for all new students. At the library's request, the Student Advisory Council has agreed to serve in an advisory capacity to the Director of Library Services.

Several faculty members indicated an interest in some sort of library presentation for their classes (Speech 101, American History, Western Civilization, Anatomy and Physiology, Group Dynamics, Religion, and Business Statistics). As a result, instructors in these areas will be approached by the library staff and classroom sessions will be developed for them.

20% of the faculty members who responded indicated an interest in developing their own instructional materials with help from the library staff. 13% indicated an interest in a workshop on media production. Plans will be made to provide some sort of assistance or demonstration session in this area during the summer quarter.

54% of the faculty who responded to the question concerning naming the library the central purchasing agent for all instructional materials indicated they had no objections. This question, "inspired" by ALA "Guidelines for Two-Year College Learning Resources Program," was included to test the reaction for future reference. No changes are recommended at this time.

In response to the question concerning the type of special collection that could be developed by the library, three faculty members suggested local history. Because Tuscaloosa County Public Library collects local history, there is no need to duplicate that collection. No plans are being made at the present to develop any type of special collection.

20% of the responding faculty indicated that they routinely send their students to the U of A libraries. This number includes English instructors who send students as part of Shelton's library skills program. 20% is a considerable percentage of faculty members who do not (and may not be able) to rely on the Shelton State library to meet their curricular needs. 31% indicated an above average increase in book holdings in their area while 53% responded "don't know" to the item concerning book holdings increases. By fall quarter, more faculty members should be able to see a greater increase in book holdings. Greater efforts will be made by the library staff to draw students and faculty to the Shelton State library and its resources.

Generally speaking, the library was rated above average by a majority of students and faculty in those areas which can be controlled by the library. There were a number of positive comments made about the library staff and services.

One comment made by a part-time faculty member in accounting is directed toward a problem that goes beyond the scope of library responsibility and will be directed to the Dean:

Most of my students (75%) do not know how to study. They are weak in reading and have no concept of what a tool the library can be.

We need a required class to at least teach them how to study and how to exploit the library fully.

We need more written reports and report presentation in all classes.

We need a combined lit. and composition class to help them become more well rounded and to teach them organization of thoughts on paper.

Although a course in study skills is currently being taught by Shelton State it does not feature a library component. This component was suggested to the Director of the study skills program in the past but has not been acted upon. The library staff strongly recommends that library utilization be added to the present study skills program and offers to assist in development and presentation of that component.

Item	Above Average		Average		Below Average		Don't Know	
	Student	Faculty	Student	Faculty	Student	Faculty	Student	Faculty
Assistance of the library staff when called upon.	60%	98%	22%	2%	7%	0	5%	0
Communication between librarians and students/faculty.	52%	78%	30%	13%	8%	2%	11%	9%
Organization of the library in a usable manner.	67%	69%	26%	18%	4.8%	2%	2%	13%
Hours the library is open each week.	68%	78%	19%	9%	3.8%	2%	7%	13%
Book collection.	36%	24%	36%	42%	16%	20%	10%	11%
Current magazine and newspaper collection.	54%	27%	28%	24%	4.8%	26%	19%	24%
Back issues (and microfilm) of magazines.	31%	9%	22%	16%	13%	13%	37%	64%
Audiovisual collection.	34%	24%	23%	36%	4.8%	22%	38%	20%
Audiovisual equipment available for individual and class use.	44%	56%	22%	18%	2%	2%	31%	11%
Current copy machine services.	62%	64%	25%	18%	8%	13%	5%	7%
Ability to use the library for study/Conduciveness of library to study.	52%	16%	26%	38%	17%	29%	2%	13%
Number of personnel available for assistance in the library.	47%	69%	37%	20%	10%	2%	7%	9%
Library skills program.	40%	11%	19%	7%	3.8%	7%	35%	75%
Effectiveness of library art exhibits.	50%	56%	26%	24%	8%	4%	18%	22%
Physical facilities of the library.	52%	29%	31%	47%	4.8%	20%	13%	9%
General appearance of the library.	76%	71%	24%	24%	0	0	8%	2%
Adequate and comfortable seating and study space.	69%	NA	22%	NA	8.8%	NA	0	NA
Availability of audiovisual viewing rooms for class use.	60%	49%	20%	13%	3%	13%	17%	31%
Effectiveness of Monday Report.	48%	38%	19%	9%	9%	9%	22%	53%
Circulation procedures for all materials.	61%	31%	18%	22%	6%	4%	14%	40%
Library staff's willingness to adjust their schedule to your request.	NA	59%	NA	4%	NA	4%	NA	36%
Library's efforts to keep up with what's going on in the classroom.	NA	44%	NA	13%	NA	4%	NA	44%
Library staff's efforts to keep you informed about new materials received.	NA	63%	NA	16%	NA	6%	NA	11%
Your involvement in the selection of new materials.	NA	44%	NA	16%	NA	22%	NA	18%
Administration of the library in a manner which permits effective use of library resources.	NA	69%	NA	13%	NA	0	NA	20%
Increase in book holdings in your subject area this year.	NA	31%	NA	9%	NA	9%	NA	53%